

TELEFAX MESSAGE

FOR IMMEDIATE DELIVERY TO THE ADDRESSEE

To : «List_1096LEAPCSTPMATHi rd_Party_Moni» FROM : COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION BEIRUT - LEBANON

FAX NO. : «FAX» FAX NOS. : (961-1) 98 12 52 / 3

SUBJECT : Request for Proposal: REF. : 1550/1
Consultancy Services for Third
Party Monitoring Agent
(TPMA) Services. Addendum
No.1

DATE : 08/07/2026 No. OF PAGES : (8) INCLUDING COVER SHEET

Dear Sir/Madam,

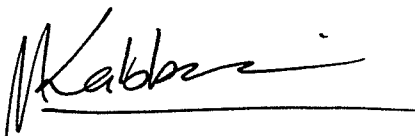
With reference to the Request for Proposals (RFP) for the **Consulting Services for the Third Party Monitoring Agent (TPMA) Services**, please find attached **Addendum No. 1** to the RFP.

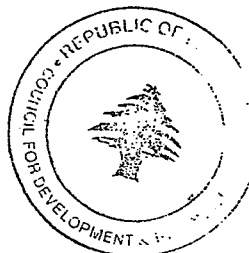
This addendum is considered an integral part of the bidding document.

You are kindly requested to acknowledge receipt of this Addendum by signing and returning the attached acknowledgment slip via email or fax.

Yours faithfully,

Council for Development & Reconstruction
President


Mohamad-Ali Kabbani



Query No	RFP Ref. Description	Queries	Answer
Question 7.		Please advise when a pre-proposal conference will be held.	The Preproposal was held on June 09. A MoM was shared with all shortlisted consultants.
Question 8.	Data Sheet, Point 16.1 - "All reimbursable...are deemed to be included in the price. No reimbursement will be provided for any expense."	Data Sheet, Point 16.1 - "All reimbursable...are deemed to be included in the price. No reimbursement will be provided for any expense." (A) Please clarify how these expenses should be represented in our financial proposal (B) What exactly is meant by "no reimbursement will be provided for any expense."	(A) & (B) All costs associated with the performance of the assignment, including but not limited to international and local travel, air tickets, accommodation, office rental and operation, communications, transportation, report production, security arrangements, logistics, administrative support, and any other out-of-pocket expenses, shall be included by the Consultant in its Financial Proposal, specifically in the Consultant remuneration and not paid separately as reimbursable fees. All the reimbursables being mentioned can form the overhead covered by remuneration rate, as no separate reimbursables or overheads will be paid.
Question 9.	Data Sheet - Section 21.1 states that Certified certificates/ Contract document, shall be signed and stamped by clients, and shall be submitted for each of the listed projects.	Data Sheet - Section 21.1 states that Certified certificates/ Contract document, shall be signed and stamped by clients, and shall be submitted for each of the listed projects. Our relevant contracts have all been funded by USAID. USAID and other US Government agencies do not issue "certified certificates" that are "signed and stamped". Additionally, USAID has been shut down and all of its staff terminated during 2025. As evidence of past performance, we can provide two items: (1) CPAR (Contractor Performance Assessment Report) is an evaluation of a government contractor's performance. It acts as an official report card in the Contractor Performance Assessment Reporting System (CPARS), detailing a company's quality, schedule adherence, cost control, and management. It is downloaded from the US Government CPAR System and does not have a stamp or original signature. (2) Original contract, which has the Contracting Officer signature.	For contracts where certified completion certificates signed and stamped by the Client are not available, Consultants may submit Signed contract agreements, including contract award documents, clear scope of work together with any available contract completion, acceptance, performance evaluation, or close-out documentation. Noting that, CDR reserves the right to request any information that validates the services provided, along with references contacts information, after confidentiality period is over and prior to signing the contract.

Question 10.	Terms of Reference - IX - Program and Payment Schedule, point 2 states that "Remuneration Fees: Covers the remuneration of key staff only." Please clarify this statement as it relates to Non-Key staff. Are offers to include rates for BOTH Key Experts and Non-Key Experts as represented in FORM FIN-3 and in Section 2. Instructions to Consultants, point 16. Financial Proposal?	It is Confirmed that the Remuneration Fees of the Consultant covers the remuneration of key staff only. Non-key staff will not be paid and are deemed to be covered as overhead of key staff remuneration rates.
Question 14.	Data Sheet 17.4 refers to a CD-ROM. Will CDR accept flash drives in place of a CD-ROM?	Yes, USB flash drives are acceptable in place of CD-ROMs for the submission of proposals, in accordance with the requirements of the Data Sheet. Noting that CD-ROM or/ and USB flash drives are only permissible for technical proposals.
Question 16.	To satisfy the requirements of signatures and initialed pages, may offers submit scanned documents or must signatures and initials be in ink.	Proposals are not required to have every page signed or initialed in ink. However, original ink signatures are mandatory on key critical forms where a signature is explicitly prescribed. Specifically, Form TECH-1 (Technical Proposal Submission Form) and Form FIN-1 (Financial Proposal Submission Form) must be signed in ink. Other required forms (such as TECH-6, TECH-7, etc.) may be signed or simply initialed. For the initial submission, consultants may submit high-quality scanned copies of these signed and initialed documents. However, please note that in accordance with ITC 28, the original, physically signed hardcopy documents must be made available and presented during contract negotiations.
Question 19. ToR - VIII TPMA Team Composition	Offerors have the option to combine the Environmental Specialist (evaluated individually at 6 points) with the OHS Specialist (evaluated individually at 5 points). If combined, will this position then be worth 11 points?	While the same person will be evaluated for the 2 part time positions with time input as described in the TOR, however the score will not be merged. Each position will be scored on its own merits.

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Question 23.		Can offerors nominate non-key experts, especially that the ToR elude to the need for beneficiary surveys which are normally conducted by junior staff? if so, can this be budgeted above and beyond the LoE of 2300 days or shall it be built into it?	Refer to Question 10 above.
Question 33.		Can two key experts be nominated for the same position as long as the overall LoE for that position is not exceeded?	Only one key expert shall be proposed for each position. The nomination of two experts for the same position is not permitted, regardless of the total level of effort. Except for the two positions mentioned in Question 19 above (Environmental specialist and OHS Specialist)
Question 37.	TECH-1	Awaiting your clarification on the TECH-1 stamp duty requirement. Since Lochan & Co. is a foreign bidder, please confirm whether the duly completed and signed TECH-1 form may be submitted with applicable Indian stamp duty instead of Lebanese stamp duty.	Amendment to Section 2: Instructions to Consultants (ITC)- ITC Clause 10.1 - Point (2) ITC Clause 10.1 - Point (2) is amended as follows: FROM: TECH-1: According to Lebanese law 324/2024 a stamp duty of 1,000,000 Lebanese Pounds must be paid for Public Tenders. TECH-1 should be completed, filled, stamped (Stamp 1,000,000 Lebanese Pounds) and signed. TO: TECH-1: According to Lebanese law 324/2024 a stamp duty of 1,000,000 Lebanese Pounds must be paid for Public Tenders. TECH-1 should be completed, filled, stamped (Stamp 1,000,000 Lebanese Pounds) and signed. This condition (payment of a stamp duty) is not applicable to Foreign Consultants.
Question 38.	As per TECH-1, Lebanese Law No. 324/2024 requires payment of stamp duty amounting to LBP 1,000,000 for public tenders, and the TECH-1 form must be duly completed, stamped, and signed.	As per TECH-1, Lebanese Law No. 324/2024 requires payment of stamp duty amounting to LBP 1,000,000 for public tenders, and the TECH-1 form must be duly completed, stamped, and signed. Since this is an international bid and Lochan & Co. is an Indian firm, we understand that the Lebanese stamp duty requirement may be applicable only to Lebanese	Same as Question 37

Additional Question 1		firms/entities. Accordingly, we are unable to provide the Lebanese stamp duty on the TECH-1 form. Kindly confirm whether, for foreign bidders, it would be acceptable to submit the duly completed and signed TECH-1 form bearing Indian stamp duty instead of the Lebanese.	
Additional Question 2	26.1 The single currency for the conversion of all prices expressed in various currencies into a single one is: U.S. Dollars	We understand the proposal will be submitted in one currency only i.e. USD. Kindly confirm our understanding.	Confirmed. The Proposal shall be submitted in a single currency, namely United States Dollars (USD), in accordance with the Data Sheet.
Additional Question 3	26.1 The official source of the selling (exchange) rate is: OANDA The date of the exchange rate is: Date of Submission of Proposal	Predicting exchange rates for a future (advanced) date is always challenging because FX rates are inherently volatile and driven by many unpredictable macroeconomic factors. Hence we request client to kindly consider the date of exchange rate as the date of issue of the RFP as per OANDA. For kind consideration.	Not accepted. The exchange rate shall be the OANDA selling exchange rate applicable on the Proposal Submission Date, as specified in the Data Sheet. No amendment will be made to the RFP.
Additional Question 4	Section 2. Instruction to Consultants E. Data Sheet 16.1 All reimbursable including any international travel costs, air tickets and local transportation, cost of office accommodation and cost of production reports, etc...are deemed to be included in the price. No reimbursement will be provided for any expense.	We understand FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES is Not applicable for this project, as we have to quote only remuneration only. Kindly confirm on our understanding.	Confirmed. As specified in the Data Sheet, all reimbursable expenses are deemed to be included in the Consultant's remuneration and no separate reimbursement will be made. Accordingly, Form FIN-4 is not applicable for this assignment.
Additional Question 5	Section 2. Instruction to Consultants E. Data Sheet 10.2 Statement of Undertaking is required: Consultants are advised to use the text provided in Form TECH-1 as the basis for preparing the Statement of Undertaking and submit it accordingly V. REPORTING REQUIREMENTS & SCHEDULE 3. The TPMA reports will include: Inception Report, Quarterly reports, Annual Reports, Actions Reports and Final Reports.	Which section to be used in tech 1 for statement of undertaking as per data sheet 10.2 For kind clarification We request client to kindly clarify whether these reports are to be submitted in hard copies or only soft copy will be submitted. Incase client wishes these reports to be submitted in hard copies, kindly specify the number of copies required. For kind clarification.	The Statement of Undertaking is incorporated in Form TECH-1. Consultants shall use the wording provided in Form TECH-1 without modification and submit the signed form as part of their Technical Proposal. Reports shall be submitted in hard copies and electronically (soft copy).

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Additional Question 6	VII. LOCATION AND RESOURCES REQUIRED FOR THE ASSIGNMENT The TPMA must be present in Beirut with office space and infrastructure (IT equipment, communications, transportation, etc.) necessary to successfully manage this work. All necessary logistical services shall be provided by the TPMA. The TPMA shall provide the necessary resources, including personnel (expatriate and national), equipment, facilities and services to meet all program objectives.	It is understood that expert availability in Beirut is restricted to the allocated working days for each position. For kind confirmation.	Confirmed. The Consultant shall ensure adequate presence in Beirut and at project locations as required for the performance of the Services. Experts are expected to be present in accordance with their approved work plan and assignment requirements rather than on a continuous basis unless otherwise required. Noting that usually work plans are updated and approved during implementation on monthly or quarterly basis.
Additional Question 7	X. CONFIDENTIALITY STATEMENT The contracting firm will be responsible for making its own security arrangements, as appropriate, for the duration of the contract. The cost associated with the security arrangements has to be made part of the Financial Proposal and shown as a separate line item. Future adjustments to such costs will not be allowed.	What is the meaning of contracting firm here? Does it mean the contractors or the consultants who will be performing the TPMA activities? In this is for consultants, kindly advice in which section this cost will be included. For kind clarification.	"Contracting firm" refers to the successful Consultant (TPMA).
Additional Question 8	Payment for the TPMA services	We kindly request clarification on the TPMA payment mechanism, specifically regarding (i) payment frequency (monthly vs quarterly vs milestone-based), (ii) whether payments will be based solely on time inputs or also linked to site visits/deliverables, (iii) the mechanism for monitoring and validating site visits, and (iv) the documentation requirements to substantiate visits and support invoicing.	Please refer to GCC 50 on payment of remuneration on the basis of time actually spent".

Additional Question 9	IX. PROGRAM AND PAYMENT SCHEDULE <table><tr><td>KEY STAFF</td><td>MONTHS WORKING DAYS</td></tr><tr><td>1. TEAM LEADER</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>2. TECHNICAL SUPERVISOR/ENGINEER</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>3. CONTRACT/FINANCIAL EXPERT</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>4. PROCUREMENT EXPERT</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>5. MONITORING SPECIALIST</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>6. SOCIAL SPECIALIST</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>7. ENVIRONMENTAL SPECIALIST</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>8. OCCUPATIONAL HEALTH AND SAFETY SPECIALIST</td><td>40 (STAFF) WORKING DAYS</td></tr><tr><td>TOTAL KEY STAFF MONTHS</td><td>280 (STAFF) WORKING DAYS</td></tr></table>	KEY STAFF	MONTHS WORKING DAYS	1. TEAM LEADER	40 (STAFF) WORKING DAYS	2. TECHNICAL SUPERVISOR/ENGINEER	40 (STAFF) WORKING DAYS	3. CONTRACT/FINANCIAL EXPERT	40 (STAFF) WORKING DAYS	4. PROCUREMENT EXPERT	40 (STAFF) WORKING DAYS	5. MONITORING SPECIALIST	40 (STAFF) WORKING DAYS	6. SOCIAL SPECIALIST	40 (STAFF) WORKING DAYS	7. ENVIRONMENTAL SPECIALIST	40 (STAFF) WORKING DAYS	8. OCCUPATIONAL HEALTH AND SAFETY SPECIALIST	40 (STAFF) WORKING DAYS	TOTAL KEY STAFF MONTHS	280 (STAFF) WORKING DAYS	We would like to seek clarification regarding the definition of staff working days specified in the tender. Specifically, please confirm whether the staff working days: 1. Include travel time for personnel mobilizing from their home country to Lebanon (and return), or 2. Are limited strictly to working days spent at site / in-country for execution of services. For clarification.	Staff working days refer to the professional time input required to perform the Services. Accordingly, the working days are limited strictly to working days spent at site / in-country for execution of services (Lebanon).
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Additional Question 10	GENERAL	In case of participation of National Experts among Key Experts. We kindly request clarification on how the time input of local Key Experts will be monitored and validated, including (i) whether standard timesheets are sufficient or if time must be linked to specific site visits, (ii) the mechanism for tracking field presence, and (iii) the supporting documentation required to substantiate their time inputs for invoicing.	Refer to the answer of Additional Question 9 above.																				
Additional Question 11	Section 8. Conditions of Contract and Contract Forms (Time Based) 24.1 The insurance coverage against the risks shall be as follows: (c) Third Party liability insurance, with a minimum coverage in accordance with the applicable law in the Lebanese Republic	Given that the tender document specifies minimum coverage limits in accordance with Lebanese law and while running through various sources in Lebanon our team was unable to find no reference to a requirement for a local insurer. We therefore request client to kindly advise in the event of a successful bid an insurance certificate issued in bidder's home country in Europe would be acceptable. For kind clarification.	In the event of a successful bid, an insurance certificate linked to a policy from the bidder's home country in Europe is acceptable, provided it explicitly covers risks in Lebanon and complies with the minimum limits specified																				

Additional Question 12	Section 8. Conditions of Contract and Contract Forms (Time Based) 24.1 The insurance coverage against the risks shall be as follows: (d) employer's liability and workers' compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client's country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and	We request client to kindly advise in the event of a successful bid an insurance certificate issued in bidder's home country in Europe would be acceptable.	In the event of a successful bid, an insurance certificate linked to a policy from the bidder's home country in Europe is acceptable, provided it explicitly covers risks in Lebanon and complies with the minimum limits specified
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